

From: Donald A. Robinson, Director of Environmental Health and Safety  
To: \_\_\_\_\_ Department Heads  
Subject: Annual Appointment of Departmental Laboratory Safety Coordinators  
Date: September 9, 2011

According to our records \_\_\_\_\_ currently serves as your departmental Laboratory Health and Safety Coordinator. I am contacting each department head to determine if the aforementioned person will continue as your coordinator for the upcoming academic year. Please let me know no later than September 30, 2011, the name, office address, phone number and email contact information of your Coordinator. You can provide this information to me via email @ [drobinson@ehs.umass.edu](mailto:drobinson@ehs.umass.edu) .

The Laboratory Coordinators provide an essential function and work closely with my Department in the management of the campus laboratory safety program operations. Coordinators work in partnership with EH&S by communicating campus laboratory safety policies and procedures to their departments. The responsibilities of the Laboratory Health and Safety Coordinator include:

- Partnering with EHS to promote a culture of safety in your department
- Attending the lab safety coordinator committee meetings and communicating information on health and safety policies to faculty and staff
- Answering health and safety –related questions or referring such questions to the appropriate EH&S staff member(s) for answers
- Assisting faculty and staff members in implementing University safety and health policies
- Reporting safety–related incidents and potential safety problems to EH&S

Because of the importance and seriousness of this role I would like you to review who you have presently filling this role and determine if this person or another is best suited for this position. The Laboratory Safety Coordinators meet two-three times a semester on Wednesday mornings in Draper Hall 102 from 9:30-11:00 AM. The schedules of meetings for the Academic year are as follows: for 2011 October 5<sup>th</sup>, November 2<sup>nd</sup>, December 7<sup>th</sup>, and for 2012 February 1<sup>st</sup>, March 7<sup>th</sup> and April 4<sup>th</sup>. This appointment will be for a one year term and may be extended by you for an additional period of time. These names will also be placed on our web site as the departmental coordinators.

Sincerely,

Donald A Robinson, Director

cc: Appropriate Dean